

ADMINISTRATIVE AIDE (112-21)

SALARY: \$32,448.00 - \$43,700.80 annually, plus liberal fringe benefits

THE POSITION

This is administrative staff work assisting a managerial official in directing, analyzing and coordinating administrative activities, in conducting research and proposing solutions to administrative problems.

An employee in this class is responsible for performing administrative assignments of more than average difficulty, which may include relieving a superior of office management functions; processing and maintaining a variety of fiscal and operating programs and procedures; overseeing administrative activities of a specialized nature; participating in budget development and control; and other fiscal and operating functions.

Under direction, employee is required to exercise considerable initiative and independent judgment and to work effectively with the public, city officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of assignments in accordance with municipal and departmental rules, regulations, procedures, and ordinances. Work is reviewed through conferences, observation, reports submitted and results obtained.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Be a regular or probationary City employee serving in a current permanent appointment, as of the closing date of this announcement.
2. Have successfully completed at least two (2) years of college coursework in business administration, public administration or a related field from an accredited college or university.
3. Have at least one (1) year of paid, full-time work experience primarily involving one or more of the following: the development of new or revised procedures, policies, methods, forms, etc; organizational procedural studies; evaluations of operations effectiveness; assisting in the solution of administrative and management problems. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

NOTE: Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception. Proof of eligibility and J-204 Form must be submitted with application.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, **until 4:00 p.m. Wednesday, June 7, 2006.**